

Applying for a Position at KCS

Thank you for your interest in employment with Kogarah Community Services Inc.

KCS's recruitment and selection strategies aim to select the best possible people through a fair, open, non-discriminatory and merit-based process.

KCS supports the appointment of people who support our values and current and future goals. We aim to provide an enjoyable, safe, stimulating and flexible working environment for all staff.

The information below is provided to help applicants apply for a position with KCS.

Position descriptions provide the following information to help applicants:

- The name of the position
- The industrial coverage of the position – for example SACS award
- Award classification
- Hours of duty
- Main location of the position
- The position objective
- Key responsibilities of the position
- Organisational relationships – who the position reports to, who the position supervises and what the internal and external relationships are
- Skills and knowledge required for the position
- Key duties
- Performance Standards
- Minimum qualifications required
- Selection criteria.

The position description should be read carefully as it describes the nature of the position and the qualifications, skills and knowledge required by a person to do the job.

Further information

Further information about KCS to assist in preparing an application can be obtained from our web site.

Selection criteria

KCS develops selection criteria for all positions that are advertised. The selection criteria identify the core experience, skills, knowledge and/or qualifications that applicants must have in order to perform the position. Applicants are rated against the selection criteria.

Please note that you MUST respond to each of the essential selection criteria.

If your application does not address each of the selection criteria, you are unlikely to be short-listed for interview. Your application is the first point of contact between yourself and the selection panel so this is your opportunity to convince the selection panel that you are worth interviewing.

Your response to the selection criteria should clearly show how you meet each criterion. In summary, you should:

- provide complete information for each of the selection criteria (where possible, give specific examples to demonstrate your ability and results achieved);
- be concise; and
- avoid 'padding' your application with irrelevant information.

▪ **Understanding selection criteria**

The wording used in the selection criteria describes the necessary level of knowledge, skill etc. required of a person to do the job. For example:

- '**demonstrated**' means that you have actually performed the activity or used the skill in the past, rather than that you only have knowledge of or the potential to perform the activity;
- '**knowledge of**' or ability to rapidly acquire knowledge of means that you already have the required knowledge or you can give examples of past situations which have required a rapid acquisition of relevant knowledge;
- '**thorough**', '**sound**' or '**high level**' indicates that a more advanced level of knowledge or skill is required.

Submitting your application

Applications should be submitted electronically to KCS by the due date outlined in the advertisement. If you do not have access to email, please contact the KCS office on 02 95464811 and we will make alternative arrangements.

The application should include:

- A recent Resume, outlining details of positions held and major responsibilities work experience, and educational qualifications
- A statement addressing selection criteria for the position
- A completed **KCS Vacancy Application Form** which will include details of two recent referees who are able to comment on your work performance. (Written personal references are not required.)

All applications received by the closing date are examined by the selection panel. Late applications may be considered at the discretion of the selection panel chairperson.

The interview

If you are granted an interview, you will have the opportunity to explain or clarify information provided in your application.

You will be asked a series of pre-determined questions based on the selection criteria. The interview will also be interactive and selection panel members will ask questions in addition to the pre-determined ones as they explore issues raised in your responses.

All applicants interviewed will be rated individually by the panel members against each question.

Referees for highly ranked applicants will be contacted by the selection panel following the interview process.

Appointment

Short-listed applicants will be ranked by the selection panel according to their applications, their responses to interview questions and information obtained from the applicant's nominated referees.

An offer of appointment to the position will be made to the highest ranked applicant who meets all essential criteria for the position.

If no applicant is considered to meet the selection criteria for the position then an offer will not be made.

All applicants will be advised in writing of the outcome of the selection process.

Post-selection feedback

Feedback comment will be provided to applicants on request to the selection panel. This will be based on assessing the applicant's suitability for each of the selection criteria.



Kogarah

Community Services Inc.

Application form

1. Position applied for: _____

2. Full name: _____

Preferred title (please circle) MR MRS MS MISS

3. Address: _____

Suburb _____ Postcode _____

Telephone: BH _____ AH _____

Mobile _____ Fax _____

Email: _____

4. Qualifications

Please list relevant Qualifications (attach copies of degree/diploma etc)

Qualification	Year completed	Institution completed at

Please list other relevant courses (please attach copies of certificates)

Course name	Year completed	Institution completed at

5. Please state why you are applying for this position:

6. Drivers Licence: do you have a current drivers Licence?

(Please circle) Yes No

Licence no: _____

State issued: _____

7. Work History

Please list past five employers in chronological order

Date started	Date completed	Organisation & your title	Description of duties

8. Please list any special skills or experiences, which you consider relevant to your application for this position.

9. Referees

Please give names of 3 referees who can be contacted in reference to your application and can speak objectively about your suitability for the position. Relevant work referees are preferred.

i. Name _____
Occupation _____
Address _____
Telephone: BH _____ AH _____
Relationship to applicant _____

II. Name _____
Occupation _____
Address _____
Telephone: BH _____ AH _____
Relationship to applicant _____

III. Name _____
Occupation _____
Address _____
Telephone: BH _____ AH _____
Relationship to applicant _____

10. Declaration

I certify that my answer to each of the questions above is true and that all information provided is correct.

Applicant's signature _____

Date _____

11. Please attach your current curriculum vitae.